

**UNIT PROCEDURE**

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I. DEFINITIONS

- A. Decoy Operation - The placing of an undercover officer in an area or situation which enables that officer to blend in with the immediate surroundings, situations, or people, for the purpose of apprehending suspects in the process of committing a crime.
- B. Surveillance - The secretive, continuous, and sometimes periodic observation of persons, vehicles, and places or objects to obtain information concerning the activities and identities of individuals.
- C. Street level prostitution – An individual offering sex acts for money, working alone and not controlled by any type of business front or organization.
- D. Organized prostitution - Two or more individuals offering sex acts for money, who operate as a business venture or have an organizational structure.

II. DUTIES AND RESPONSIBILITIES

- A. The Vice Squad collects, evaluates and analyzes intelligence data to support investigations of any and all persons or groups engaged in, or reasonably believed to be engaged in Vice activity. Focus is on all levels of Vice crimes to include prostitution, illegal massage businesses, illegal escorts, public lewdness, illegal pornography, illegal liquor and tobacco sales to minors,

gambling, counterfeit products, adult entertainment violations as well as illegal drug sales in these places.

B. Staffing / Chain-of-Command:

1. The Vice Squad is assigned to the Department of Investigations & Homeland Security within the Jacksonville Sheriff's Office (JSO) and is part of the Narcotics & Vice Section.
2. The chain-of-command for a Vice Squad Detective is as follows:
 - a. Vice Squad Sergeant;
 - b. Major Case/Vice Lieutenant; and
 - c. Assistant Chief of Narcotics/Vice

C. Vice Detective:

1. Detectives assigned to Vice are under the supervision of the Vice Supervisor.
2. In addition to following all of JSO written directives, Vice detectives will:
 - a. Conduct prostitution investigations;
 - b. Investigate complaints involving, but not limited to:
 - (1) Gambling;
 - (2) Pornography;
 - (3) Lewd and lascivious behavior;
 - (4) Beverage and tobacco law violations; and
 - (5) Adult Entertainment violations.
3. Investigate other offenses as directed, consistent with section case management guidelines;
4. Submit a weekly investigative summary report outlining ongoing investigations;
5. Investigate complaints and cases assigned in the **FSS 119.071(2)(d)** system and properly document investigative efforts on **FSS 119.071(2)(d)** supplement report; [CALEA 43.1.1]
6. Write appropriate reports as required and submit to supervisor;
7. Follow confidential informant guidelines;

8. Dispose of all seized property or contraband in accordance with JSO written directives;
9. Collect and forward intelligence information to the appropriate party or unit for citywide assessment of Narcotics & Vice activities.

D. Vice Squad Supervisor:

1. The Vice Squad Supervisor is a Sergeant under the supervision of the Major Case Narcotics & Vice Lieutenant.
2. In addition to following all JSO written directives, the Vice Squad Supervisor will:
 - a. Be responsible for the overall performance and productivity of their squad; they shall initiate and supervise investigations, which will accomplish JSO goals and objectives.
 - b. Assign investigators within the squad to perform specific investigations and assignments.
 - c. Require and review all reports of subordinates' investigative activities.
 - d. Promptly inform superiors of ongoing squad investigations.
 - e. Compile statistical data of squad activity on monthly and yearly reports.
 - f. Evaluate personnel performance following guidelines set forth in agency written directives and squad expectations.
 - g. Monitor and supervise the preparation of search warrants, affidavits, electronic surveillance, intercepts, covert surveillance, undercover operations and informant utilization.
 - h. Ensure that alcohol consumption during the course of an undercover investigation is kept to a minimum and is only used as a prop for the purpose of furthering investigations.
 - i. Prepare special reports as required or assigned by the Unit Commander.
 - j. Account for all squad personnel during duty hours and overtime hours.
 - k. Teach and prepare training materials for utilization within and outside the squad.
 - l. Assist other units with investigations.
 - m. Maintain liaison with other agencies.
 - n. Maintain squad discipline and motivation to include debriefing of personnel.

- o. Request assistance of specialized units when needed (e.g., SWAT, Air Unit, K-9, etc.).
- p. Periodically, personally observe subordinates to determine if their skill level is consistent with their duties and responsibilities to include the management of confidential informants and their ability to maintain a professional relationship with informants.
- q. Maintain a **FSS 119.071(2)(d)** issue funds to detectives as needed for investigations and account for funds as required by written directives.
- r. Ensure all complaints and cases are entered into **FSS 119.071(2)(d)** case management system. **[CALEA 43.1.1]**

E. Vice Squad Commander:

1. The Vice Squad Commander is the Major Case Narcotics & Vice Lieutenant and is under the supervision of the Assistant Chief of Narcotics & Vice.
2. In addition to following all JSO written directives, the Vice Squad Commander will:
 - a. Develop relationships and maintain liaison with community leaders, advisory councils, civic and business associations, and will keep abreast of vice trends within the county.
 - b. Evaluate the Vice Supervisor, as needed.
 - c. Review and approve personnel evaluations submitted by the Vice Supervisor.
 - d. Review monthly reports and any other report required by the Assistant Chief.
 - e. Stay informed of all ongoing investigations within the unit.
 - f. Keep the Assistant Chief of Narcotics & Vice informed of ongoing investigations.
 - g. Oversee the unit's investigations to ensure compliance with Departmental, Section and Unit regulations, policies and procedures. This includes, but is not limited to, investigations that require the use of JSO funds.
 - h. Supervise and monitor the preparation of search warrants, affidavits, electronic intercepts, monitor covert surveillance, institute undercover operations, and informant utilization.
 - i. Oversee and participate in the selection and training of new personnel and evaluate suitability of new personnel to their assignment.
 - j. Monitor and manage resources to ensure efficiency of the section.
 - k. Take appropriate action on complaints or allegations of misconduct.

- l. Ensure and maintain liaison with other departmental entities and criminal justice agencies sharing mutual concerns. This includes attending information-sharing meetings and other activities scheduled to promote harmony and teamwork.
 - m. Carry out any duties deemed necessary by the Assistant Chief of Narcotics & Vice including administrative duties in his absence.
 - n. Review and approve or disapprove all confidential informant applicants and maintain confidential informant files in a secured location.
 - o. Be answerable to a JSO cell phone twenty-four (24) hours a day and callout the necessary division personnel after hours.
- F. Coordination within the Agency: [CALEA 43.1.5]
 - 1. To facilitate the efficient enforcement of the laws pertaining to narcotics and vice offenses, it is important that members of these specialized units utilize all resources available to them throughout JSO.
 - 2. Because of the far-reaching nature of organized crime, investigative efforts must be coordinated with other components of JSO and outside agencies.
 - 3. Vice Detectives will develop working relationships with other agency members who may enhance or further develop an investigation with their expertise. For example, a vice officer who works pornography cases should develop open lines of communication with Special Assault Detectives.
 - 4. When practical, members of other agency components will be allowed to participate in vice investigations to provide insight into organized crime activities.
 - 5. Periodically, Vice Detectives should attend roll calls or meetings of other units to share information pertaining to problem areas where concentrated or joint efforts are needed.
 - 6. Vice Detectives will contact parallel components of other agency units, such as the CPR Team, and coordinate information sharing and investigative efforts.
 - 7. Non-sensitive information about vice activities and investigations may be presented at staff meetings for dissemination to other units within the agency.
 - 8. Prior to conducting target specific operations, Vice Detectives shall check all locations and subjects through FSS 119.071(2)(d) de-confliction program to ensure coordination among all units within the department, as well as outside agencies.

III. PROCEDURES

A. Vice Complaints [CALEA 43.1.1]

Complaints are usually generated by citizens within the community, members of the JSO, and other law enforcement agencies. The procedure for handling these complaints is as follows:

- a. As much pertinent information as possible shall be obtained from the complainant. The information may be received by telephone, written correspondence, verbal communication, electronic media, or from law enforcement personnel.
- b. All complaints, including anonymous complaints with adequate information, will be assigned a priority level and assigned to a detective by the Vice Squad Commander.
- c. The person receiving the complainant shall forward the information to the Vice Squad Commander, who will enter the complaint into the **FSS 119.071(2)(d)** database for assignment and follow-up.
- d. Complaint investigations will then be assigned to a Vice detective who will have up to 45 days based on priority from the date of assignment to complete their investigation.
- e. Completed investigations shall be documented and routed through the chain of command to the Vice Squad Command Lieutenant who will update the information in the **FSS 119.071(2)(d)** database.
- f. Extensions may be granted with the approval of the Vice Supervisor

B. Undercover Operations: [CALEA 43.1.5]

1. The following items will be considered when planning an undercover operation:
 - a. An analysis of crimes, victims, suspects, and crime locations.
 - b. A study of all available information pertinent to the suspect including.

FSS 119.071(2)(d) s.

- c. Resources needed to successfully complete the mission.
2. The Vice Supervisor or Detective in charge of the undercover operation is responsible for the following:
- a. Ensure personnel are **FSS 119.071(2)(d)**
FSS 119.071(2)(d)
 - b. Ensure communication **FSS 119.071(2)(d)** and that they maintain radio contact with the Communications Center while conducting the investigation whenever possible.
 - c. Ensure that all detectives have the proper equipment and vehicles to properly and safely execute the undercover operation.
 - d. Ensure that the undercover operation has sufficient personnel to provide proper backup for relief, security, and protection of the undercover officer.
 - e. Determining the number of back-up officers that will be used based on the conditions, location, complexity and length of the operation.
 - f. If an arrest is expected, the supervisor in charge shall develop the proper Operational Plan and conduct a briefing for all personnel involved.
 - g. Ensure the officers have the **FSS 119.071(2)(d)** needed to conduct the operation.
 - h. The supervisor in charge shall ensure that a **FSS 119.071(2)(d)**
FSS 119.071(2)(d) de-confliction has been conducted at least two hours in advance for each location and subject involved in the operation. [CALEA 43.1.1]
3. When necessary, the Police Legal Advisor or appropriate Assistant State Attorney (ASA) shall be contacted to provide legal assistance and determine legal ramifications associated with any undercover operation to ensure that the operation conforms with state law and JSO policy.
4. In cases where vehicles are used to transport or conceal contraband, officers will use all resources at their disposal to ensure that all contraband is removed from the vehicle before having it towed. If this cannot be accomplished, officers will notify the City Vehicle Impound, where further measures can be taken.
5. While conducting an undercover operation, if medical assistance is needed, the supervisor (or designee) will request assistance from JFRD via the Communications Center.

C. Plan for Undercover Operations:

- 1. Undercover operations must be authorized by a supervisor.

2. The following items should be considered when planning an undercover operation:
 - a. The validity of the information received.
 - b. What laws are being violated.
 - c. The importance of the circumstances, to ensure priority assignment of cases.
 - d. Referral to the appropriate unit for investigation.
3. With input from personnel, the assigned supervisor will decide on the investigative techniques and equipment to be used on the operation. All equipment will be checked out from the Technical Support Unit after approval by an authorized supervisor.
4. Supervisors are responsible for analyzing the neighborhood or target areas where the officers will be conducting the operation. Supervisors shall have a thorough knowledge of the type of neighborhood/area, the normal dress patterns of the area, traffic and street conditions, street names, vacant lot locations, and other suitable vantage points.
5. The supervisor shall evaluate the need for and assignment of proper backup to ensure the protection of the undercover officer(s).
6. Unless situations prohibit, officers shall maintain radio contact with the Communications Center while conducting the investigation. If possible, undercover operatives will be fitted **FSS 119.071(2)(d)** as a means of communicating emergency conditions to backup officers.
7. Prior to any undercover operation, the supervisor in charge shall ensure that the proper Operational Plan is completed and conduct a briefing that will provide all personnel involved with information pertinent to the operation, as well as any communication or surveillance equipment that may be necessary. All Operational Plans shall become part of the case file.
8. If expense funds are needed for an operation, the Criminal Investigative Fund will be utilized.
9. Undercover operations shall at all times be directed by a supervisor to ensure that proper guidelines for investigations and arrests are followed.
10. Officers involved in undercover operations will follow all JSO guidelines for arrests.
 - a. Back-up units will arrest any suspects after undercover officers relay a pre-arranged take down signal. Undercover officers will not participate in the apprehension of suspects unless the safety of an innocent party or an officer is in jeopardy.
 - b. In some undercover operations, officers will arrest suspects at the scene, and in others, at a later time after an arrest warrant is obtained.

D. Plan for Decoy Operations: [CALEA 43.1.5]

1. When assisting another agency in decoy, surveillance, undercover, and raid operations, the JSO personnel will operate within that particular agencies protocol, only after review and authorization by an Assistant Chief or higher authority.
2. All decoy operations must be authorized and coordinated by a supervisor. The supervisor will complete a Tactical Operations Plan Form in advance and be present during the operation.
3. A determination shall be made of the target of the operation.
4. Personnel assigned to the operation shall **FSS 119.071(2)(d)** victims of crime, suspects **FSS 119.071(2)(d)** related activities.
5. For safety reasons, all undercover personnel involved in the decoy operation shall be clearly identified to other participating personnel prior to conducting the operation.
6. All officers involved in the decoy operation will carefully listen to and observe the operation to ensure a proper arrest after the elements of an offense have been established.
7. The following criteria will be used for the selection of personnel for decoy operations:
 - a. Only sworn police personnel may act as a decoy in Narcotics and Vice related operations;
 - b. The selection will be voluntary; and
 - c. All selected personnel will have the physical fitness, training and agility needed for the operation.
8. The supervisor shall ensure that prior to the decoy operation the proper Operational Plan is prepared and a briefing is conducted at which time all members shall be assigned their duties and responsibilities and provided with necessary communications and surveillance equipment.
9. The Communications Watch Supervisor and the appropriate Patrol Watch Commander shall be notified of the operation in advance, unless doing so would jeopardize the safety of the officers involved or the success of the operation. The decision to not make the notification must be made by a Lieutenant or higher.

E. Plan for Raids: [CALEA 43.1.5]

1. A raid must be authorized by a supervisor.

2. A supervisor will be designated as the raid coordinator. Prior to the raid, the supervisor shall be responsible for the following duties, as well as the completion of the proper written Operational Plan that includes the following:
 - a. When possible, the Communications Watch Supervisor and the appropriate Patrol Watch Commander shall be notified prior to the raid.
 - b. The preparation of strategies and tactics will be based on existing conditions, geographical location, and required resources for approaching, entering, securing, and leaving the target area.
 - c. The selection of the proper support units when it is determined that they may be needed (Fire/Rescue, SWAT, K-9 Unit, etc.) and radio communication with them;
 - d. The notification of a law enforcement agency with primary jurisdiction (Neptune Beach, Jacksonville Beach, etc.) of the time and location of a raid by JSO, unless such notification could jeopardize the success of the operation.
 - e. The briefing of personnel concerning the agency's policy and procedures for use of force, including the use of deadly force, and the expected level of force to be used.
 - f. The assignment of personnel to handle specific duties before, during, and at the conclusion of the raid. If possible, this briefing should include photos and/or charts of the location of the raid.
3. If needed as part of a raid, a search warrant or an arrest warrant shall be obtained. Officers will carefully search for and seize evidence and/or contraband.
4. The supervisor/raid coordinator will designate specific officers to make all necessary arrests of suspects and to transport the suspects after arrest.
5. At the conclusion of the raid, the designated officers will complete all necessary reports and documentation and submit the paperwork to a supervisor for review and approval.

F. Plan for Surveillance Operations: [CALEA 43.1.5]

1. The objectives of surveillance are to:
 - a. Protect undercover officers or to corroborate their testimony.
 - b. Locate persons by watching their haunts and associates.
 - c. Check on the reliability of informants.
 - d. Locate hidden property or contraband.
 - e. Obtain probable cause for obtaining search warrants.

- f. Obtain information for later use in interrogations.
 - g. Know at all times the whereabouts of an individual.
 - h. Obtain admissible legal evidence for use in court.
 - i. Prevent the commission of a crime or to apprehend a subject in the commission of a crime.
2. The types of surveillance are as follows:
- a. A fixed surveillance is the continuous watching of a place, object, or person from a stationary point.
 - b. A moving surveillance occurs when a subject is followed on foot, or by the use of a vehicle or an aircraft.
 - c. Electronic surveillance utilizes mechanical, electronic, or other devices to intercept the contents of any oral or wire communication.
3. The functions of surveillance are as follows:
- a. A preliminary surveillance is utilized to gather tactical intelligence that will enable an undercover officer to identify the associates of a suspect and to determine their relationship or association with a suspect.
 - b. An intelligence seeking surveillance occurs when the investigators attempt to learn everything they can about a crime or an activity and the person(s) or place(s) involved in such activity.
 - c. A cover surveillance is used primarily for the protection of an undercover officer. It is also used to corroborate the undercover officer's testimony. A cover surveillance should also provide for the following:
 - (1) Approaches to the immediate area in case the undercover officer(s) is in need of immediate assistance.
 - (2) The amount of force that may have to be used to assist the undercover officer.
 - (3) The staffing and equipment needed to assist the undercover officer.
 - d. Post purchase surveillance is conducted for the following reasons:
 - (1) To determine where money is taken after the purchase in order to locate "stash" or "safe" houses involved in drug operations or Vice operations.

(2) To identify other customers and associates who may be involved with the suspect.

4. Designation and responsibilities of the person in charge are as follows:

- a. For a surveillance utilizing more than three officers, a sergeant or above will be in charge of the operation.
- b. If three officers or less are used, a supervisor will designate a lead officer.
- c. The supervisor or lead officer is responsible for:
 - (1) Analyzing patterns of criminal activity.
 - (2) Outlining the duties and responsibilities of all officers involved.
 - (3) Arranging for relief if the operation becomes lengthy.
 - (4) Establishing signals of communications between surveillance officers.
 - (5) Ensure that all necessary equipment and vehicles are brought to the operation.
 - (6) Assigning personnel with the responsibilities of monitoring surveillance equipment and maintenance of a chronological log of activities as they occur.
 - (7) Determining operational procedures for observation, arrests, and “tails”.

5. The following equipment is available or required when conducting surveillance:

- a. Surveillance equipment available in the Technical Support Unit includes, but is not limited to:

FSS 119.071(2)(d)s.



- b. At a minimum, equipment for conducting surveillance consists of:

FSS 119.071(2)(d)



FSS 119.071(2)(d)

(4) Flashlight and extra batteries.

- c. All equipment shall be tested before being taken on assignment.

G. Prostitution Investigations [CALEA 43.1.5]

1. A minimum of two sworn officers shall be utilized in any type prostitution investigation.
2. Reserve Officer(s) may be used to work in a covert manner making cases with suspected violators regarding prostitution investigations.
3. Only sworn Police Personnel or Reserve Officers shall be utilized as prostitution decoys. Decoy operations require the completion of a Tactical Operations Plan by the Vice Sergeant and an operational briefing of involved personnel prior to the event.
4. Female decoy operations shall require a minimum of two backup officers.
5. Reserve Officers will be under a vice officer's supervision when a supervisor is unavailable.
6. Training and instructions for decoy investigations involving Reserve Officers shall be the responsibility of the Vice Sergeant.

Reserve Officers will be under the direct supervision of a certified, full-time police officer.

7. All other undercover techniques and initiatives must be approved by a supervisor.
8. A minimum of FSS 119.071(2)(d) shall be used. One of these FSS 119.071(2)(d) and the other could be a JSO FSS 119.071(2)(d) FSS 119.071(2)(d) after approval of the Vice Supervisor.
9. Vice Detectives shall FSS 119.071(2)(d) from the Technical Support Unit.
10. All backup and take down units will wear a tactical vest, with body armor and police markings.
11. Vice Officers will investigate suspected areas which may involve prostitution activity. They will investigate:
 - a. Known or documented areas of prostitution.
 - b. Individuals who are disrupting the flow of traffic for non-emergency reasons (walking in street, flagging cars, hitchhiking, or hawking).

- c. All complaints received from citizens or businesses.
- d. All information received from any other law enforcement related agency.
- e. Advertised new escort services.
- f. Social media and periodical advertisements which may involve prostitution activity.
- g. Suspected massage parlors.
- h. Suspected bars and lounges.
- i. Suspected hotels.
- j. Suspected limousine services.
- k. Suspected cab services.

12. Street level prostitution investigative procedures are as follows:

- a. Vice Detectives shall attempt to locate individual(s) who are known or suspected of prostitution.
- b. When approaching and engaging in conversations with persons suspected of violating Chapter 796 of the Florida Statutes (Prostitution), undercover personnel shall be careful not to engage in actions that may entrap suspected violators.
- c. If a violation occurs, **FSS 119.071(2)(d)** shall be used to effect arrest.
- d. If a suspect(s) drives off, the vehicle can be safely followed and stopped to affect the arrest. In event a pursuit occurs, Vice detectives shall be required to follow policy set forth by written directives regarding vehicle pursuits.
- e. **FSS 119.071(2)(d)**
- f. The Vice Supervisor will be contacted immediately of any unusual occurrence (injury to officer or suspect, shootings, accidents, etc.).
- g. All required reports shall be submitted to the immediate supervisor at the end of the tour of duty.

13. Organized prostitution investigative procedures are as follows:

- a. Vice Detectives shall attempt to validate the complaint or information.

- b. Vice Detectives will arrange a meeting place and time for illicit service offered by suspects (motel, residence or vehicle).
- c. Undercover personnel, upon contact with an individual, will engage in a conversation which may develop into a violation of Chapter 796. Undercover personnel shall be careful not to engage in actions that may entrap suspected violators as outlined in Florida State Statutes.
- d. If a violation occurs, prearranged signals and/or locations shall be used to effect arrest.
- e. The Vice Supervisor will be notified of the results of the investigation.
- f. All required reports shall be submitted to immediate supervisor at the end of the tour of duty.

H. Vice Related Sex Crimes Investigations: [CALEA 43.1.5]

- 1. Vice related sex crime investigations involve the investigation and enforcement of Florida State Statutes and Jacksonville Municipal Ordinances regarding illegal sexual activity in public places.
- 2. FSS 119.071(2)(d) sworn officers may be utilized when conducting any type of vice related sex crime investigation.
- 3. Reserve officer(s) may be used to work in a covert manner making cases with suspected violators regarding vice related sex crimes.
- 4. Only sworn police personnel or reserve officers shall be utilized as decoys involving vice related sex crimes.
- 5. Reserve officers will be under a vice officer's supervision when a supervisor is unavailable.
- 6. Training and instructions for decoy investigations involving reserve officers shall be the responsibility of the vice sergeant.

Reserve Officers will be under the direct supervision of a certified, full-time police officer.

- 7. A minimum of FSS 119.071(2)(d) shall be utilized during the investigation. One of these could be the FSS 119.071(2)(d) or:
 - a. A FSS 119.071(2)(d)
 - b. A FSS 119.071(2)(d) upon approval of a vice supervisor.

8. Vice officers shall check out all needed FSS 119.071(2)(d) from the Technical Support Unit.
9. FSS 119.071(2)(d)
10. FSS 119.071(2)(d) should be utilized during public park investigations. A prearranged FSS 119.071(2)(d) shall be used when the case is made. If FSS 119.071(2)(d) is used, then FSS 119.071(2)(d) shall be employed.
11. All backup and take down units will wear a tactical vest, with body armor and police markings.
12. Public parks may be used by certain individuals to meet one another for the purpose of illegal sexual activity. For purposes of enforcement, the investigator may make an arrest when the suspect offers himself sexually to the officer, or solicits the officer with the intent of lewd behavior.
13. Public restrooms may be used by certain individuals for the purpose of mutual masturbation, voyeurism, oral sex, and sodomy. Typically, an arrest is made when the individual openly masturbates in full view of the investigating officer. Normally, words are not exchanged, so actions such as mentioned above and exposure by placing the sexual organ through a hole in the stall or under the stall partition will suffice as a violation.
14. When enforcing provisions of the Jacksonville Adult Entertainment Ordinance (Chapter 150 of the Jacksonville Municipal Code) officers shall take enforcement action against persons owning, maintaining, operating, or leasing an adult entertainment establishment.
15. The Vice Supervisor shall stay current with any changes and/or amendments to the Municipal Code under prohibitions section 150.606.
16. The Vice supervisor will be present during any investigation of this chapter.
17. All required reports shall be submitted to the Vice supervisor at end of tour of duty.
- I. **Alcoholic Beverage and Tobacco Investigations:** [CALEA 43.1.5]
 1. The following definitions apply:
 - a. Sales to Minors - Sales made by vendors to persons not of legal age.
 - b. Possession by Minors - Possession by persons not of legal age.
 - c. License Violations - Sales made by vendors who are not licensed or sales made not within the authority granted by their license.

- d. Non Tax Paid Beverages - Consist of moonshine or other beverages upon which applicable taxes have not been paid.
 - e. Illegal Consumption - The consuming of alcoholic beverages in a place where consumption is not permitted by law.
2. Staffing allocations are as follows:
- a. A minimum of two sworn officers shall be utilized.
 - b. Reserve officers may be used in an undercover capacity, only under the direct supervision of a sworn officer.
 - c. JSO employees and civilian volunteers may be used to make undercover buys (sales to minors) with permission of the Vice Unit Supervisor.
 - d. Officers utilizing a person under eighteen years of age must obtain written consent from the juveniles' parents or legal guardian. The Juvenile Release of Liability Form (P-1681) must be completed prior to the juvenile working.
 - e. Reserve officers and all other personnel participating shall be under the direct supervision of the Vice Detective when the Vice Supervisor is not available.
3. Training and instructions for Reserve Officers and all other personnel conducting alcoholic beverage and tobacco investigations shall be the responsibility of the supervising Vice Detective.
4. Members shall personally assume custody of any items of evidence when Reserve or civilian personnel are participating.
5. The Vice Supervisor shall be notified immediately in the event of any unusual problem or personal injury while conducting alcoholic beverage investigations.
6. Alcoholic beverage investigations may be conducted on a periodic basis as well as in response to specific complaints.
7. All license violations shall include the license number and type in the narrative of the offense.
8. All required reports shall be submitted to the Vice Supervisor by the end of the tour of duty.

J. **Pornography/Obscene Material Investigations:** [CALEA 43.1.5]

- 1. The Vice Detective must first obtain the pornography/obscene material by legal means. Legal means include:
 - a. Purchasing.

- b. Renting.
 - c. Obtaining from individual persons. The Officer shall issue a written receipt for materials received.
 - d. Seizing by the authority of a Search Warrant or a Consent to Search (P-0492).
2. Once the pornography/obscene materials are legally obtained they must be taken to a County or Circuit Court Judge for a "Finding of Probable Cause."
- a. An Affidavit for Arrest Warrant (P-1061) shall be signed by the ruling judge prior to arresting the violator.
 - b. When applicable, a capias shall be obtained to arrest the violator.
3. All suspected pornography/obscene materials shall be treated as evidence and/or contraband.
4. In connection with the sale of pornography/obscene material to minors, the Vice Officer will ensure that the:
- a. Person who purchases the pornography/obscene material is under 18 years of age.
 - b. Seller of the pornography/obscene material knows or reasonably should have known the purchaser's age.
5. The following apply to pornography/obscene material seizures:
- a. The obscenity laws for seizure are constantly changing. Therefore, when possible, seek the advice of one of the following;
 - (1) Police Legal Advisor.
 - (2) Assistant State Attorney.
 - (3) County or Circuit Judge.
 - (4) United States Attorney's Office.
 - b. NO MASS SEIZURES WILL BE UNDERTAKEN. Seize up to, BUT NOT MORE THAN, 3 or 4 copies of each alleged pornographic/obscene item by title or copy.
 - c. The only exception to following the above procedure involves child pornography. ALL child pornography materials should be seized when found and a detective from the Internet Crimes Against Children Unit shall be notified.

6. When dealing with obscene materials, the Vice officer shall always work with at least one additional officer.
7. Reserve officers may be utilized as needed, but will never retain or process pornography/obscene materials as evidence.

K. Gambling Investigations: [CALEA 43.1.5]

1. If complaints are received in reference to gambling, the Vice Squad will investigate as stated in Section IV –Procedures; subsections A, B, and C.
2. The gambling laws are constantly changing. Therefore seek the advice of the following:
 - a. Police Legal Advisor.
 - b. Assistant State Attorney.

L. Unit Inspections:

All Vice inspections will be conducted as part of the Narcotics Unit as a whole and in conjunction with the Accreditation Unit guidelines of the JSO.

IV. CASH HANDLING PROCEDURES

All cash will be handled in accordance with the Investigative Funds Policy or Evidence procedures, whichever applies.

V. EVIDENCE HANDLING PROCEDURES

All evidence will be handled in accordance with established Agency Policy on Evidence Procedures.

VI. SPECIALIZED EQUIPMENT AND SOFTWARE

FSS 119.071(2)(d)

c. **FSS 119.071(2)(d)**

2. **FSS 119.071(2)(d)** shall be kept confidential.

a. **FSS 119.071(2)(d)**

b.

3. **FSS 119.071(2)(d)**

4.

VII. VEHICLES (SPECIALIZED AND/OR POOL)

A. Undercover vehicles will be assigned to Vice Detectives by the Vice Squad Commander.

B. Vehicles used for operations other than assigned vehicles will be signed out through the **FSS 119.071(2)(d)**

VIII. BUILDING / OFFICE SECURITY

The Vice office is located in the Homeland Security building and includes the DART Unit.

IX. UNIT MEETINGS

The Vice office is located in the Homeland Security building and includes the DART Unit.

X. UNIFORM / DRESS CODE

A. Daily dress will be street clothes as applicable for scheduled activities.

- B. Approved clearly marked tactical clothing will be utilized as dictated by mission (Street Level Prostitution Pick Ups, Warrants, etc.).

XI. UNIT REPORTS (INTERNAL & EXTERNAL)

- A. Monthly Calendar will be completed with scheduled activities.
- B. Quarterly Activity reports will be forwarded to the Vice Squad Commander and Zone Commanders.

XII. RECORD RETENTION

- A. Record retention will be in accordance with applicable retention Laws and Agency Policies.
- B. Evidence will be in accordance with established Agency Policy on Evidence handling.

XIII. MEMBER SELECTION

Member selection for the Vice Squad will be conducted in accordance to the customary Narcotics/Vice Unit selection process.

XIV. MEMBER TRAINING

- A. Members will receive training on the various equipment utilized in Vice Operations (audio and video recording devices, etc.).
- B. Members will also be provided the opportunity to attend advanced and specialized training with prior approval.

References: